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| Production Line  1. Sheet Cutter Machine 2. Puma Rewinder Machine 3. Guillotine Machine 4. Bobbin Machine 5. Cut Sizer machine 6. Super Calendar machine 7. Charka Machine |  |
| Main Finished Goods  * Verity Grade of finished goods in Finishing Section   1. W.P.P-pm -02  2. W.W.P- pm-02  3. Colour Print Paper-pm02  4. MG Poster-pm-01  6. MG H. Tissue-01,04  7. Toilet wrapper-pm-01,04  8. MG Colour print-01,04  9.Packing Paper-pm-04  10.Manifold paper-pm-01  11.Bidi paper-pm02  12.Ledger paper-pm-02  13.Plug Wrap- pm-02  14. Off white paper-Pm-02 |  |
| The main Raw materials  1. Mother roll or baby roll 2. Wrapping paper 3. Paper Gum Tape 4. Sticker (Top & Side) 5. Transparent Tape 6. Stamp Seal Ink 7. Adhesive 8. Polythine roll 9. Both Side Gum Tape 10. Paper Core 11. Plastic core ring 12. Plastic core plug 13. Edge protector 14. Belling strip 15. Metallic Clip 16. Packing slip 17. Master carton 18. Bobbin sticker 19. Glossy wrapper roll 20. Hot Melt glue 21. Hologram sticker 22. Corrugated sheet 23. Packing tape brown 24. Multi printed wrapper 25. Glossy printed wrapper Legal 26. Printed glossy master carton 27. Polythine wrapper 28. Masking tape 29. S.T Board for bobbin 30. Wooden plate 31. Brake oil |  |
| Basic Production Process  * Contents :   + Objectives of Ream, Roll, Bobbin making.   + Types of cutting machine.   + Flow sheet of the finishing products.   + Working procedure.   + Job responsibilities.   + Safety & security of machine.     - Objectives of Ream, Roll & Bobbin making: * Flat paper is highly essential commodity of human being; thereto it is very important to know its manufacturing process to enhance gradual development of its quality. * Types of cutting machine :   + Duplex sheet cutter machine.   + Simplex sheet cutter machine.   + Puma rewinder machine.   + Bobbin machine.   + Cut sizer machine.   + Super calendar machine.   + Guillotine machine.   + Charka machine     - Flow sheet of cutting machine:Four types flow sheet diagram-       * 1. For sheet cutting machine.         2. For Roll cutting machine.         3. For A4 sheet cutting machine.         4. For Bobbin cutting machine.   Safety & security of machine, before start up of machine the work should be done.  To check the power supply.  To check the lubricants all pumps, gear & bearing house.  To check the fly & dead knife of the machine.  To check the pressure rolls of the machine.  To check the air system for the machine.  To check safety dress.  **Introduction:**  Finishing Department is a very important part of paper making process. This is a different stage of finishing as follows:   * **1st Stage:**We have received machine product of different types/grades mother roll/ baby rolls of flat paper from PM -01. 02 & 04. Example of roll size – 96”, 74”, 59.25”,48”, 42”,31”,33”,34”& 32” etc and GSM 16, 19, 22, 25, 36, 40, 45, 50, 60, 70, 80, 100, 120 & 150 etc. * **2nd Stage:**This different flat paper rolls are cutting into different sheet sizes in sheet cutter machine & Guillotine machine.(for example: Roll size-74”, machine cutting size-18”X23”,18”X23”,18”X23”,18”X23”) Also this different flat paper rolls are cutting into different Roll size in Puma rewinder machine, Bobbin machine & Super calendar machine. After cutting sheets / rolls / Bobbin are supplied in finishing floor. * A4 ream of 70 & 80 GSM of flat paper are produced in cut sizer machine. * **3rd Stage:**These different sizes cutting sheets are processed into shorting, counting & packing (500/250 sheets) by our contractor’s finisher & packet man in finishing floor. These finished goods are checked by our officers, supervisor & ream checker. The checking system commence on two stages 1st before packing and 2nd after packing. After final checking it is ready for marketing and supply to warehouse. * **4th Stage:**These finished products are supplied from finishing department to ware house department.   Finishing Production process flow sheet  **Received (Baby rolls & Mother rolls) from paper Machine**  **Puma Re-winder**  **Sorting**  **Packing (Ream, Roll & Bobbins)**  **Bobbin re-winder**  **Ware House (Ream, Roll, Bobbins)**  **Super Calendar**    **Cut Sizer Machine**  **Unwinding Part**  **Sheeting Part**  **Ream wrapping Part**  **Carton Packing**  **Sheet Cutter Machine**  **Guillotine M/ C**  **Charka M/C**    **Counting**  **Market (Local & Export)** |  |
| Process OperationCapacity  1. Machine production Capacity per Day  * Avg. Max. production – 60 MT * Avg. Minm. Production – 55 MT  1. Finished Production Capacity per Day  * Avg. Max. production – 55 MT * Avg. Minm. Production – 50 MT |  |
| Production Type  1. Make to stock 2. Make to Order |  |
| Major Machine List  1. Sheet Cutter Machine 2. Puma Rewinder Machine 3. Guillotine Machine 4. Bobbin Machine 5. Cut Sizer machine   C:\Users\rafiqul_islam\Downloads\Cut Sizer machine.jpgC:\Users\rafiqul_islam\Downloads\Bobbin Machine.jpgC:\Users\rafiqul_islam\Downloads\Sheet Cutter machine.jpg  Cut Sizer Machine Bobbin MachineSheet Cutter Machine  Produce A4 Ream Produce Bobbin Produce Sheets Ream  C:\Users\rafiqul_islam\Downloads\Pumar Rewinder machine.jpgC:\Users\rafiqul_islam\Downloads\Puma rewinder machine.jpgC:\Users\rafiqul_islam\Downloads\Guillotine machine.jpg  Puma Rewinder machine Guillotine Machine  Produce Finished Roll & Bobbin Produce Sheets Ream |  |
| Working Hours  * Two types of duty Roster  1. PermanentStaff/Workers – 08hrs per shift.   Time: A shift-6:00am to 2:00pm  B Shift- 2:00pm to 10:00pm  C Shift- 10:00pm to 6:00am   1. Daily basis workers – 12hrs per shift.   Time: A+½B shift- 6:00am to6:00pm  ½B+ C shift-6:00pm to 6:am. |  |
| Wastage  * Finishing Section wastage percentage – 5 to 10 % |  |
| Re work  * Not Applicable |  |
| Reports  * Five Reports in Finishing Section  1. Daily Morning report 2. Daily Finished Report 3. Daily Cut Sizer Report 4. Monthly Consumption & Finished production Report 5. Monthly Packing materials Report |  |